

# Position Description

Page 1 of 3 Pages

**Job Title:** Education Instructor  
**Department:** Correctional Treatment Facility  
**Grade:** 14

**Reports To:** Unit Manager  
**Supervises:** N/A  
**FLSA Status:** Non-exempt

**JOB PURPOSE:** Will be responsible for the daily operation of the classroom. Diagnostic testing will be administered to each resident. Results will be recorded. IEP's will be written for each student including short and long term goals. Individual, small group and large group instruction will be conducted. Lesson plans will be written to address each resident's IEP.

## **MINIMUM POSITION REQUIREMENTS:**

- **Education/Training:** Bachelor's Degree in Education from accredited college or university.
- **Certifications:** Valid Ohio teaching certificate (K-12) or Adult Basic Education certificate preferred.
- **Driving Experience:** Requires valid driver's license; acceptable driving record.
- **Experience/Knowledge/Background:** Three years related teaching experience, preferably in a correctional facility.
- **Performance Aptitudes:**
  - Data Utilization:** Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data. Requires discretion in applying such analysis to established policies and procedures.
  - Human Interaction:** Requires the ability to provide first-level professional counseling to clients and/or patients. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Requires the ability to interact with supervisor, residents, clients, co-workers, probation officers, bailiffs, family members, judges, work release, CDTU, community providers, outside agencies, and the public.
  - Verbal Aptitude:** Requires the ability to effectively communicate verbally with the individuals as noted above. Must be direct in giving instructions. Requires public speaking when addressing residents and/ or clients in a group setting.
  - Writing Aptitude:** Advanced skills in writing comparable to that expected of an individual possessing a Bachelor's Degree. Ability to construct complete sentences in a clear, concise manner using proper grammar, punctuation, and spelling.
  - Language Aptitude:** Ability to read, write, speak, and understand English fluently. Ability to use technical and professional language including medical, legal, counseling, and accounting.
  - Mathematical Aptitude:** Requires the ability to perform basic mathematical functions including addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals.
  - Functional Reasoning:** Requires the ability to utilize a variety of advisory data and information such as resident and medical files, progress reports, program contracts, educational tests, policy manuals, statutes, procedures, guidelines, and non-routine correspondence. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to meet assigned objectives.
  - Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information or actions by residents and/ or clients.
  - Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, possibly up to 25 pounds. Tasks may involve extended periods of time at a keyboard or workstation. May require physical ability to take down and restrain residents and/ or clients.
  - Equipment/Tools/Materials Utilization:** Requires the ability to operate standard office equipment.
  - Sensory Requirements:** Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.
  - Environmental Factors:** Ability to work under conditions which require exposure to environmental factors such as disease/pathogens, or violence. This exposure may cause some discomfort and presents a risk of injury.
- **Personal Characteristics:**
  - Integrity:** Honest, trustworthy, follows directions, sets example of appropriate behavior, maintains confidential information.
  - Work Ethic:** Dependable, hardworking, meets workload expectations (carries own weight), in working with defendants, considers protection of community first.
  - Attitude:** Displays positive attitude, shows self-confidence, accepts constructive criticism, and expresses concerns professionally.
  - Interpersonal Traits:** Good communicator, good listener, treats others with respect, handles conflicts appropriately.

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**Special Requirements:** Pre-employment screening required including employment reference, criminal background check, and possibly pre-employment testing. This position is regularly exposed to sensitive information and the incumbent is required to keep any such information strictly confidential.

### **CTF EXPECTATIONS OF EMPLOYEE:**

- Adheres to CTF policies and procedures.
- Acts as a role model both within and outside CTF.
- Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
- Maintains a positive and respectful approach both verbally and in writing with superiors, colleagues, and individuals inside and outside CTF.
- Performs duties as workload necessitates in a timely, accurate and thorough manner and is conscientious about assignments meeting facility productivity standards.
- Communicates regularly with supervisor about work related issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position meeting CTF's attendance standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

### **EDUCATIONAL INSTRUCTOR DUTIES:**

- Tests, assesses, and evaluates each student with the following: TABE (Test of Adult Basic Education) Employability and Living Skills, Diagnostic pre and post GED test, the Official GED Practice Test, and personal observation.
- Develops an Individual Education Plan for each resident. Places each student in Basic Education, Pre-GED or GED classes.
- Signs contractual agreement with each student for short and long-term goals.
- Designs lesson plans for each individual student.
- Offers individualized and group instruction.
- Prepares written observations on each student's progress.
- Provides class assignments using the in house library.
- Maintains and prepares student educational progress files.
- Completes and signs GED Fee Waiver documents and enrolls students to take the Official GED test.
- Attends GED Fee Waiver and Test Center Training yearly.
- Implements a variety of instructional methods to meet the wide range of students.
- Attends and participates in interdisciplinary Treatment Team Case Conferences, as required.
- Develops familiarity with software programs used in classes: Aztec, Chalkwaves, and Distance Learning Lab.
- Develops familiarity with texts used in the classroom: Steck-Vaughn, Contemporary, and New Readers Press.
- Develops familiarity with Smart Board instructional media.
- Maintains accurate transcripts for each student.
- Makes referrals to outside agencies that provide additional GED instruction.
- Assists Education/Vocation Specialist with scheduling, supervision, security, data gathering, data storage, computer maintenance, classroom management, and assessment on non-education residents.
- Attends annual meetings, as required.
- Provides positive daily interaction with the resident population, which includes serving as a positive role model with appropriate professional conduct, manners, and appearance.
- Participates consistently on the interdisciplinary treatment team and supervisory conferences to assist in the formulation/ implementation of individual treatment plan objectives. Assesses resident risks and needs which may require follow-up, community resources, discharge planning, etc.
- Administers the appropriate role of advocacy in assuring the delivery of services.
- Procures psychological assessment information for planning and evaluation of residents when deemed necessary.
- Participates in all components of residents' assessments, intervention, and treatment.
- Assists in clarification of daily scheduled program assignments, as needed, for residents.
- May exchange pertinent information between shifts.
- May perform intake procedures for incoming residents, which involves familiarizing incoming residents with rules

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and regulations of the program.

- Responds to officer(s) backup calls, which may require physically restraining an individual.
- May monitor and review treatment progress.
- Meets with treatment team to review and move resident to phases.
- Provides transportation for resident participants.
- Directs and instructs residents.
- Facilitates educational groups.

### **OTHER JOB DUTIES AND RESPONSIBILITIES:**

- Assists in daily operations and security of unit and facility.
- Performs strip searches and pat down searches of residents and visitors, as needed.
- Documents program contracts.
- Must respond appropriately to building safety and security needs.
- Performs security tasks.
- May participate on resident disciplinary board when needed.
- May participate in shakedown of facility.
- Develops and maintains an effective working relationship with appropriate community agencies (i.e. Social Security Administration, Job and Family Services, Court Department, etc.).
- Attends mandatory staff meetings and training as required.
- Performs other duties as assigned.

### **MANDATORY TRAINING:**

- Correctional Treatment Facility annual training academy
- Any and all trainings needed to keep teaching certificates valid

**I have read all minimum position requirements, CTF expectations, essential duties and responsibilities, mandatory training requirements, and other information contained within this position description and understand that I will be held to performance standards related to this information.**

\_\_\_\_\_  
**Employee's Printed Name**

\_\_\_\_\_  
**Employee's Signature**

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**Date Signed**